

Rental Agreement - Private Use

Glenburn of Riverdale

211 Paterson Hamburg Turnpike, Riverdale, New Jersey 07457

973-706-6471 fax 973-835-0783

JCarelli@RiverdaleBorough.com



Date of Event: _____ Time: _____

Barn/Pavilion _____ The House _____ The Estate _____

Fee: \$ _____ Maintenance: **\$50** Deposit: **\$500**

- Name of Applicant _____
- Address of Applicant _____
- Phone _____ Cell _____
- Email _____
- Type of Event _____
- Alcohol to be served _____ Food to be Catered _____
- DJ _____ Live Music _____ Number of Guests _____

FACILITIES USE AGREEMENT: The undersigned applicant agrees to abide by all rules and regulations of the Borough of Riverdale regarding use of Glenburn; to hold harmless and to indemnify the Borough of Riverdale from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. I or my organization/group will be responsible for the repair or replacement of any damages to the facility. I or my organization/group agrees to comply with the conditions set forth in the Glenburn Use Policy, a copy of which is on the reverse of this Contract. The undersigned is at least twenty-one years of age, and agrees not to serve, or allow to be served, any alcoholic beverages to underage persons. The Applicant signing this Contract must be on site at all times during this contracted event.

Print Name of Applicant

Received by Borough Clerk

Date

Signature

Fee Paid \$ _____ Cleanup/Deposit Paid _____

Date: _____

Facility Director Approval

Date

Schedule of Fees

Barn & Pavilion

\$100 Rental Fee

\$50 Maintenance Fee

\$500 Security Deposit

House

\$200 Rental Fee

\$50 Maintenance Fee

\$500 Security Deposit

Weddings - Full Use of Estate

\$500 Rental Fee

\$50 Maintenance Fee

\$500 Security Deposit

Wedding Photography - 2 Hours

\$50 Rental Fee

*Please send application along with three checks - one for each amount - made payable to the
Borough of Riverdale
91 Newark Pompton Turnpike
Riverdale, NJ 07457*

*A Copy of Applicant's
Photo Driver's License
must accompany
application.*

Your Set-Up Time is on

Between the hours of

Terms of the Contract for the Use of The Glenburn Estate of Riverdale.

- No cooking permitted in the Barn or in the Estate. Grills are permitted outside at the Pavilion site.
- Serving alcoholic beverages is permitted. No alcohol to be taken offsite, or into Appelt Park.
- Renter is responsible for complying with the New Jersey State Alcoholic Beverage Control Laws.
- Garbage must be placed in the plastic garbage bags provided by the Borough of Riverdale.
- Tied up garbage and recycling bags must be brought to the shed near Ryerson Avenue driveway.
- Bathrooms are to be left clean.
- Facilities must be left in a clean condition. No food may be left behind.
- Recycling (glass and plastic) must be placed in a separate container as provided.
- When leaving the premises, keep in mind that this adjoins a residential neighborhood and consideration must be afforded the residents. No blowing of horns, shouting or other loud noises are permitted in the parking lot.
- No Parking allowed at any municipal facility between the hours of 11:00 PM and 6:00 AM. Vehicles left at the facility's parking lot overnight will be issued a summons and may be towed.
- All users are required to place a deposit of \$500 to cover any damage or excessive wear on the buildings, which will be refunded upon a satisfactory inspection of the facility.
- The individual signing this Contract must be present at the Facility at all times during the contracted event.
- It is also understood by the applicant that any damages exceeding the deposit amount will be the responsibility of the applicant.
- Keys may be placed in the night deposit safe in the vestibule of the Riverdale Municipal Building, 91 Newark Pompton Turnpike.

The Barn/Pavilion ☐

- No one is permitted to enter any building, other than the barn and the pavilion. The house, country store and shed are not part of this agreement, and are not to be accessed or used in any way.
- Garbage must be placed in plastic bags, tied and left in the shed along side Ryerson Avenue driveway.
- The premises must be vacated no later than 10:00 PM.
- A key to the barn must be picked up by the applicant through prior arrangements with the Director of the Riverdale Community Center.
- Picnic tables must be folded and stored in the barn.
- The charcoal grills must be cleaned and the ashes deposited in the metal can provided by the borough.
- Business users must provide a Certificate of Insurance naming the Borough of Riverdale as Additional Insured.

The House ☐

- This contract is limited to the use of the House. The barn and pavilion are not part of this agreement.
- Kitchen is for the storing and serving of food only.
- No tape, thumbtack or any other similar hardware may be used on the walls, doors or window treatments.
- Garbage must be placed in plastic bags and tied.
- The site must be vacated no later than 10:00 PM.

Weddings - Full Use of Estate ☐

- Regulations for both the Barn and House apply to this use.
- The site must be vacated no later than 11:00 PM.
- Event tents must be removed from premises by the following business day.

Parking for all events is to limited to the gravel area west of the barn.

No parking allowed in the interior courtyard.

Failure to abide by these Rules and Regulations, which are made a part of the signed Contract, may cause you to forfeit your Security Deposit and the future use of this facility.

*Approved by the Riverdale Mayor and Council
February 18, 2013*